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AGENDA AND PROGRAMME OF WORK FOR 1997

The agenda for the substantive session of 1997 of the Committee on Conferences was approved by the Committee at its organizational session, on 1 April 1997, on the basis of a draft agenda proposed by the Secretariat in document A/AC.172/1997/L.1. The approved agenda for the substantive session of 1997 is accordingly issued in the present document, together with annotations regarding the documentation for the Committee's consideration in 1997.

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Agenda for the substantive session of 1997

1. Adoption of the agenda.

2. Calendar of conferences and meetings:

   (a) Adoption of the draft biennial calendar of conferences and meetings for 1998-1999;

   (b) Improved utilization of conference-servicing resources:

      (i) Meeting statistics of United Nations organs;

      (ii) Consultations with bodies concerning utilization of the conference services available to them;

      (iii) Provision of interpretation services to meetings of regional and other major groupings of Member States;

      (iv) Cost-accounting system for conference services;

      (v) Subsidiary bodies authorized to meet away from their established headquarters in accordance with section I, paragraph 4, of General Assembly resolution 40/243;

      (vi) Improved coordination of conference services;

   (c) Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243;

   (d) Consideration of the draft biennial calendar of conferences and meetings of subsidiary organs of the Economic and Social Council for 1998-1999.

3. Control and limitation of documentation:

   (a) Implementation of General Assembly resolution 50/206 C;

   (b) Provision of written meeting records to subsidiary organs of the General Assembly;

   (c) Review of document requirements of Member States and the Secretariat;

   (d) Access to the optical disk system by developing countries;

   (e) Translation-related matters;

   (f) Comprehensive survey by the Joint Inspection Unit of the role publications play in implementing mandates of intergovernmental bodies and the extent to which recurrent publications could be made more cost-effective in this regard.

4. Review of the proposed programme budget for the biennium 1998-1999: Conference services.

5. Adoption of the report.

Annotations

1. Adoption of the agenda

2. Calendar of conferences and meetings:

(a) Adoption of the draft biennial calendar of conferences and meetings for 1998-1999

A draft biennial calendar of conferences and meetings for 1998-1999 will be submitted by the Secretariat to the Committee. A consolidated statement of mandated special conferences scheduled for 1998 will also be submitted.

(b) Improved utilization of conference-servicing resources:

(i) Meeting statistics of United Nations organs

Sub-item 2 (b) (i) will be taken up on the basis of a written report containing statistics on a core sample of bodies, as well as a synoptic table by sector of meetings held during the biennium 1992-1993, 1994-1995 and 1996 to the first half of 1997, with projections for the second half of 1997. The report will also include the notional cost of conference services provided, and a breakdown of meeting services and documentation costs.

(ii) Consultations with bodies concerning utilization of the conference services available to them

Under sub-item 2 (b) (ii), an oral report will be presented on the consultations held between the Chairman of the Committee and the chairmen of bodies that have consistently utilized less than the applicable benchmark figure (80 per cent) of their allocated resources for the past three sessions.

Moreover, the Secretariat will provide an oral report on the replies received from the chairmen of subsidiary bodies that utilized less than 80 per cent of their conference-servicing resources in 1995.

Lastly, the Secretariat will submit a written report on the results of the review carried out by bodies that have not fully utilized their meeting entitlements, including the duration of their sessions, as well as a review of the cases where the utilization factor is lower than the established benchmark figure for at least three sessions.

(iii) Provision of interpretation services to meetings of regional and other major groupings of Member States

The Secretariat will present an oral report on the matter.

(iv) Cost-accounting system for conference services

The Secretariat will present a report on the cost-accounting system.

Moreover, the Committee will consider a report on the cost of conference services utilized in the year concluded by subsidiary organs of the General Assembly and the Economic and Social Council.

(v) Subsidiary bodies authorized to meet away from their established headquarters in accordance with section I, paragraph 4, of General Assembly resolution 40/243

The Secretariat will submit a written report on subsidiary bodies of the General Assembly and of the Economic and Social Council that are authorized to meet away from their established headquarters.

(vi) Improved coordination of conference services

The Secretariat will provide an oral report on the active dialogue between Conference Services and the substantive secretariats of intergovernmental bodies at Headquarters, Geneva and Vienna.

In addition, the Secretariat will present an oral report on efforts made to ensure closer cooperation between Headquarters, the United Nations Office at Geneva, the United Nations Office at Vienna and the United Nations Office at Nairobi in order to improve the coordination of conference services, and on the active dialogue with Member States at Headquarters, Geneva, Vienna and Nairobi, in order to improve the coordination of conference services.

(c) Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243

In accordance with established procedure, chairmen of subsidiary organs of the General Assembly that wish to meet at Headquarters during the main part of the fifty-second session of the Assembly should submit their requests to the Chairman of the Committee on Conferences. Requests so received will be submitted to the Committee in a conference room paper, which will be issued as close as possible to the opening of the session so as to ensure the inclusion of the fullest information available.

(d) Consideration of the draft biennial calendar of conferences and meetings of subsidiary organs of the Economic and Social Council for 1998-1999

The Committee will meet in mid-June to discuss the draft calendar of conferences and meetings of subsidiary organs of the Economic and Social Council for 1998-1999, and to convey its observations to the Council.

3. Control and limitation of documentation:

(a) Implementation of General Assembly resolution 50/206 C

The Secretariat will submit a written report on the matter.

(b) Provision of written meeting records to subsidiary organs of the General Assembly

The Secretariat will provide an oral report on the experience of the Committee on the Peaceful Uses of Outer Space with the use of unedited transcripts, and on implementation of the recommendation of the Committee on Conferences contained in paragraph 89 of its report to the General Assembly (Official Records of the General Assembly, Fifty-first Session, Supplement No. 32 (A/51/32 and Corr.1 and Add.1)).

(c) Review of document requirements of Member States and the Secretariat

The Secretariat will present an oral report on the matter.

(d) Access to the optical disk system by developing countries

The Secretariat will present an oral report on the most recent developments under this sub-item.

(e) Translation-related matters

The Secretariat will present an oral report on the ongoing efforts made by the translation services to improve the quality of translation of documents in all six official languages of the Organization.

(f) Comprehensive survey by the Joint Inspection Unit of the role publications play in implementing mandates of intergovernmental bodies and the extent to which recurrent publications could be made more cost-effective in this regard

The Secretariat will report on the requested comprehensive survey.

4. Review of the proposed programme budget for the biennium 1998-1999: Conference services

The Secretariat will submit to the Committee, for consideration at its substantive session of 1997, the relevant programme narrative of the proposed programme budget for the biennium 1998-1999: Conference services.

5. Adoption of the report